



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST **Statewide**

WHO SHOULD APPLY

Competition limited to State Employees only. Applicants must have a permanent civil service appointment with the Department listed above as of the final filing date, in order to take this examination. *(See General Information, Promotional Examinations Only, for exceptions to this requirement.)*

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, MS 15-59, 744 P Street, Sacramento, CA 95814 or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate examination title on your application. Applications received without an exam title will not be accepted and will be returned. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

APPLICATION DEADLINE

FINAL FILE DATE: September 16, 2008

Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications **postmarked, personally delivered, or received via interoffice mail** after the final filing date will **not** be accepted for any reason. Applications **must include** "to" and "from" dates (month/day/year), time base, civil service class title(s), and range if applicable for all work experience. Applications or resumes without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$4400 - \$5348 per month

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged on the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
JY35 - 5393

FINAL FILING DATE: **SEPTEMBER 16, 2008**
WRITTEN TEST: **NOVEMBER 8, 2008**
EXAM CODE: **8BP13**

**WRITTEN TEST
DATE**

It is anticipated that the written test will be held on **Saturday, November 8, 2008**. Ordinarily, these are scheduled in Sacramento, Fresno, Oakland, Los Angeles and San Diego. However, locations of written examinations may be changed as conditions warrant. No reschedules or makeups will be allowed. (See General Information for additional information) It is the candidate's responsibility to contact the Department of Social Services three days prior to the written test date if she/he has not received their notice.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements for this examination by the written test date. Applicants who are within six (6) months of satisfying the experience requirement for this classification will be admitted to the examination, but must fully meet the experience before being eligible for appointment. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

EITHER I

One year of experience performing the duties of a Staff Services Analyst, Range C.

OR II

Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required non-supervisory experience.)

NOTE:

Experience: State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

The Associate Governmental Program Analyst performs the more responsible, varied and complex technical analytical staff services work and continually provides consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Demonstrated ability to act independently, open-mindedness, flexibility and tact.

(CONTINUED ON THE NEXT PAGE)

**EXAMINATION
INFORMATION**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

WRITTEN TEST - WEIGHTED 100%**SCOPE:**

- A. Written Communication Skills
- B. Arithmetic Calculations
- C. Analysis, Interpreting, and Applying Written Material
- D. Situational Workplace Scenarios

**VETERANS
PREFERENCE**

Veterans preference credit will not be granted in this examination.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

(CONTINUED ON THE NEXT PAGE)

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
PO BOX 944243
SACRAMENTO, CA 94244-2430**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457/CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD device.